

December 1, 2010

The Board of Commissioners held its regular meeting on Wednesday, December 1, 2010 in the Forand Manor Conference Room – at 5:30 PM for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Election of Office - Chairperson**
- 4. Approval of Minutes of Previous Meetings of August 18th, August 25, 2010, September 2 and November 5, 2010**
- 5. Public Comment/Resident Concerns**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 8. Security Bid Review and Approval**
- 9. Resolution – Uncollectable Debt**
- 10. Resolution – Time Clock Policy**
- 11. Resolution – Section 8 Payment Standards**
- 12. VFW**

13. Rabbi Trust

14. Terms and Conditions of the Personnel Policy – The Board may vote to revise.

15. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

Approval of Past Executive Session Minutes

Personnel Concerns

16. Any new business to come before the Board

17. Adjournment

The meeting was called to order at 5:32pm by Vice Chairperson, Gladys Burns.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Gladys Burns, Vice Chairperson

Charles

Coelho

Neil Flynn, Commissioner

Julio Castillo, Commissioner

Alice Bociek, Commissioner

Tina Sullivan, Executive Director

Bill Aunchman, Maintenance Supervisor

Jonathon Kelly

Dave Dumas

Pete Deroy

Aimee Tortolano

Election of Vacant Office

The Vice Chairperson requested that this item be tabled until all members of the Board of Commissioners were in attendance. A motion was made by Commissioner Flynn and seconded by Commissioner Bociek to table the Election of Officers. This motion was carried by all.

Approval of Minutes

After much discussion, Vice Chairperson Burns asked if there were any questions or concerns regarding the minutes of:

8/18/10

8/25/10

9/2/10

11/5/10

There being no questions or concerns a motion was made by Commissioner Flynn to approve the minutes as written. This motion was seconded by Commissioner Bociek and carried by all present

Public Comment/Resident Concerns

Vice Chairperson asked if there were any public comment. Jon Kelly requested that the Public Comment/Resident Concerns be moved lower in the Agenda. He expressed his concern on being able to speak about items that are on the agenda before they actually are discussed with the board. After much discuss, Vice Chairperson Burns stated this would be moved lower in the agenda on a trial basis.

Commissioner Castillo asked if the residents were notified of the meeting. Vice Chairperson Burns stated that she tells the residents about the meetings and that the meetings are also posted. The Executive Director explained that all meetings are posted on each side of the building. The Board requested that the January meeting be posted and held in the Community Room at Forand Manor as was held at Wilfrid Manor.

Executive Summary

Vice Chairperson Burns asked if there were any comments or concerns regarding the Executive Summary. Commissioner Castillo requested additional information pertaining to the Roof at the VFW development. The Executive Director explained that the roof had extensive leaks that were known about upon purchase of the building which were a cause for concern. The Maintenance Supervisor, Bill Aunchman, explained that there was sitting water in the basement of the building, tiles have fallen from the ceiling and the floors are buckled on the second floor. He also stated that there was extensive mold in the building and that individuals cannot enter the building without a respirator. Apollo Roofing did look at the ceiling. They stated that it did need addressing in the future. They also stated that the AC units on the roof should be removed due to their weight. Commissioner Castillo also questioned the hiring of a Director of Housing. He asked if this position was needed because the position has been vacant for 1.5 years. The Executive Director explained the position was vacant in order to save funds that were used on the legal fees for another position. She also stated that because we have decreased staff in Public Housing and Modernization there was a definite need for this position and this position is approved in the budget FYE 2011 budget. The Executive Director would like to

advertise for the position in January with the hopes of hiring an individual in February. Commissioner Castillo requested that the Director of Housing's job description also require grant writing skills. Vice Chairperson Burns and Commissioner Castillo asked if there was additional information on the Board Workshop. The Executive Director explained that she has outreached to both Attorney Joseph Lamagna and Consultant Leo Dauwer. Leo stated that they would probably present the workshop together as Attorney Lamagna will be taking over Dower and Associates in three years. Attorney Lamagna requested a meeting with the Executive Director and the newly elected Chairperson to discuss agenda items and other topics of discussion as well as dates and location. As requested by Commissioner Castillo, the Executive Director will outreach to Attorney Lamagna to advise him that the workshop will be held within the first quarter of 2011 and that the Executive Director will contact after a Chairperson is elected. The Executive Director explained that she would be hiring for the position of Leasing and Occupancy Specialist. After much discussion with the Board of Commissioners, the Executive Director will contact Elsa Segura to offer her the position

There being no further questions or concerns, a motion was made by Commissioner Castillo, seconded by Commissioner Flynn and carried by all present.

Consent Agenda

Vice Chairperson Burns asked if there were any comments or concerns regarding the Consent Agenda:

Commissioner Castillo asked if there were any concerns regarding the financials that needed to be brought to the attention of the Board. The Executive Director stated that the Fee Accountant submitted to HUD the year end numbers that are required. This submission was due by November 30, 2010.

The Executive Director explained that she closely monitors the unit turnovers as the turnovers have an impact on the Authorities finances. She also stated that the Authority has submitted the SEMAP certifications to HUD as required and will update the Board as to the score the Authority receives by HUD. After much discussion, a motion was made by Commissioner Bociek to approve the Consent Agenda as written. This motion was seconded by Commissioner Castillo and passed by all present.

Security Proposal

The Executive Director explained that two proposals were received:

Professional Security

Command Security

Command is the lowest responsible bidder and background checks were favorable. The Executive Director recommended to the Board that they approve Command Security based on them being the lowest qualified. She also stated that Command Security would only be providing security Monday thru Friday as the Authority currently has a contract with Professional Security for the weekend shifts.

A motion was made by Commissioner Flynn and seconded by Commissioner Castillo to award the bid for security to Command Security based on the Executive Directors recommendation. This motion was carried by all present...

Uncollectable Debt Resolution # 1006

Every so often, CFHA should write off bad debts left owing by tenants. These debts arise when a program participant leaves the Public Housing program with a balance owing, generally from unit damage, unpaid rent, tenant fraud/unreported income or abandonment of an assisted unit. Until we write off these debts, they stay on the active tenant ledger in our accounting system and General Ledger (GL). The receivable balance also remains as part of our tenant receivables that the Authority reports to HUD on the year end financials. At year end, the Authority reports them as an Allowance for bad debt, which also is reported as a bad debt on the

GL. This number gets higher and higher each year when write offs are not done, which does not reflect well on the agency. The Executive Director presents this resolution to write off such bad debts. Each individual included in this tenant account write off has been notified of their debt. CFHA mails notices to the last known address of the individual. These notices provide the opportunity for the individual to pay the debt or enter into a repayment agreement with CFHA. Sending a tenant to collections is the last resort for CFHA to collect the tenant debt.

Recommendation

Approve Resolution # 1006 authorizing CFHA to write off tenant accounts totaling: \$1,037.85

A motion was made by Commissioner Flynn to write off the debts on the accounting records. This motion was seconded by Commissioner Bociek and passed by all present.

Time Clock Policy - Resolution (Tabled)

The Executive Director presented the Board with a Time Clock Policy to coincide with the new employee time recording system that was installed.

The Executive Director explained that the policy was reviewed by

Attorney Marcaccio. The Commissioners asked how the system was going. The Executive Director expressed her concerns about paying of overtime based on the time individuals punch in and out of the system. The Maintenance Supervisor also expressed his concerns and how, at times, he is unable to punch in because he gets pulled aside by tenants and/or staff to deal with emergencies and day to day works activities. Commissioner Castillo expressed that employees need to know the hours they are required to work and punch in accordingly.

The Commissioners required the Executive Director asked the Attorney for a legal opinion clarifying the overtime and punching in.

The Executive Director asked the Board of Commissioners if they are requiring the Executive Director to punch in as well. Commissioner Flynn expressed that he did not find it necessary. Vice Chairperson Burns and Bociek agreed.

There being no further questions, Commissioner Flynn made a motion to table the Time Clock Policy until a legal opinion is received. This motion was seconded by Commissioner Bociek and passed by all present.

Section 8 Payment Standards – Resolution: # 1007

The Executive Director presented the Board with the Resolution requesting to approve a new Payment Standard schedule for the Section 8 Housing Choice Voucher program effective January, 2010.

After much discussion, the motion was passed by Commissioner Castillo, seconded by Commissioner Flynn and carried by all present.

VFW

The Executive Director explained to the board that she has contacted RI Housing as requested by the former Chairperson. The gentleman from RI Housing would like to come before the Board to discuss with them options that might be available to the Authority. This gentleman explained that the Authority would benefit from partnering with REACH (CF Organization) for grants because of their extensive planning and development background. If the Authority applied as a sole developer there would be a slim changes that the grant would be awarded.

Also, the Executive Director was presented with a proposal from Julia Steiny. The proposal was provided to all Board members for their review. They would like to develop an Adventure Playground and Community-Support Center. The proposal was reviewed by the Board as presented.

Commissioner Castillo requested that the Executive Director contact RI Housing and request them to come before the Board at their next meeting. The Board also requested that the proposal from Julia Steiny be put on hold until after the discussion with Rhode Island Housing. The Board also requested that the Executive Director contact REACH to open communication between both parties and see if they would be interested in this type of project.

Rabbi Trust

The Executive Director provided the Board with a status update on the Rabbi Trust brought before them at previous meetings. Currently Tax Specialist Mr. Gregory is reviewing the Trust and will have his review to the Authority when completed.

Terms & Conditions of the Personnel Policy

The Executive Director explained that the Personnel Policy provided to them on November 29th was a red lined copy which outlined the changes made by Attorney Marcaccio based on the request by the Board.

Commissioner Castillo requested this item be tabled until Attorney Marcaccio is available to discuss. All Commissioners agreed.

Executive Session

The Board of Commissioners did not go into Executive Session at the December 1, 2010 meeting.

New Business

There was no new business brought before the Board of Commissioners.

There being no further business to come before the board, a motion was made by Commissioner Flynn and seconded by Commissioner Castillo, to adjourn the meeting at 7:05 pm. The motion was carried by all.